

Leave Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

This is to formally notify you that your leave request submitted on [Insert Request Date] has been approved. You are granted leave from [Start Date] to [End Date]. Please ensure that all necessary arrangements are made prior to your departure.

During your absence, [Name of the Substitute] will cover your responsibilities. Should you require any assistance, please do not hesitate to reach out.

We wish you a restful and fulfilling time away from work.

Best Regards,

[Your Name]

[Your Position]

[Company Name]